

# CEA



The Department of Justice is committed to providing Equal Opportunity to all regardless of Race, Color,

## CAREER EXECUTIVE ASSIGNMENT

Creed, National Origin, Ancestry, Sex, Marital Status, Disability, Religious or Political Affiliation, Age, or Sexual Orientation.

It is an objective of the State of California to achieve a drug-free state work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing civil service and the special trust placed in public servants.

### EXAMINATION ANNOUNCEMENT

**DEPARTMENT:** Department of Justice

**POSITION TITLE:** Senior Assistant Attorney General, CEA  
Habeas Litigation Section  
(Correctional Writs and Appeals Section)  
Division of Criminal Law

**POSITION LOCATIONS:** Statewide

**FINAL FILING DATE:** June 9, 2006

#### DUTIES/RESPONSIBILITIES:

Under the administrative direction of the Chief Assistant Attorney General, the Senior Assistant Attorney General plans, directs and organizes the Habeas Litigation Section within the Division of Criminal Law. The Senior Assistant Attorney General oversees all state and federal correctional habeas corpus litigation by the Attorney General's Office; reviews and directs the assigned Habeas Litigation Section staff in their assignments and oversight of support personnel; directs the defense strategy of individual cases as necessary, including those involving critical policy issues or developments; insures uniformity and consistency in approaches to and treatment of federal and state correctional habeas matters; assists and oversees development of the most complex matters; guides the development of State policy on issues relating to the interpretation and enforcement of applicable correctional habeas statutes; reviews proposed legislation dealing with correctional habeas corpus litigation. Duties also include coordinating with various state agency officials on correctional habeas litigation; reviewing pleadings as necessary on specific issues or cases which may substantially impact correctional habeas matters of a statewide import; ensuring consistent and uniform approaches; reviewing statutory and case law for evidence of substantive changes or developments and apprise client agency and Habeas Litigation Section staff; serving as technical expert and primary legal advisor to the Attorney General with regard to the status of both pending correctional habeas cases and legislative matters of statewide significance.

#### Minimum Qualifications:

Applicants must be state employees with permanent California State Civil Service status or meet the criteria of Government Code sections 18990 or 18992 and satisfy the following minimum qualifications as follows:

**Membership in the State Bar of California.** (Applicants must have active membership in The State Bar before they will be eligible for appointment.) and

**Senior Assistant Attorney General, CEA**  
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**Experience:** Ten years of experience performing legal duties, four years of which must have been at a level of responsibility equivalent to Deputy Attorney General III. The four years of experience at the Deputy Attorney General III level must be obtained in California State Service. (Applicants who have completed nine and one half years of the required total legal experience and three and one half years of the required experience comparable to the Deputy Attorney General III level may be admitted into the examination but must complete the required ten years total legal experience and the four years of experience at the Deputy Attorney General III level before they will be eligible for appointment.) Experience in the "practice of law" or "performing legal duties" or "legal experience" is defined as only the legal experience acquired after admission to The Bar.

**Knowledge of:** Scope and character of California statutory law and provisions of the California Constitution, statutes and constitutional provisions governing the organization, duties, powers, and conduct of the work of the Attorney General's Office and the Department of Justice; principles of administrative and constitutional law; rules of evidence and conduct of proceedings in trial and appellate courts in California and the United States and before administrative bodies; organization, functions, and processes of the legislative branch, the State's criminal justice system; legal research methods; methods and problems involved in administering the work of a governmental law office; principles of supervision and personnel management; Department's Equal Employment Opportunity program and the processes available to meet equal employment opportunity objectives.

**Ability to:** Plan and direct the activities of a staff of lawyers and other technical personnel; coordinate with other sections of the Department and with local jurisdictions; address an audience effectively; analyze difficult and complex legal problems, and apply legal principles and precedents to particular sets of facts; present statements of fact, law and argument clearly and logically in written and oral form; give advice and assistance as a consultant in a particular field of law; analyze and draft proposed legislative measures; handle difficult legal correspondence; establish and maintain effective communications between Legislators, legislative staff members, legislative committees, the Legislative Analyst, professional law enforcement organizations, and other local, state, and federal agencies, and the Department of Justice; win the confidence and respect of members of the legal profession, local law enforcement and criminal justice personnel, and other persons contacted in the course of work; effectively contribute to the Department's equal employment opportunity objectives.

**Desirable Qualifications:** Knowledge of substantive and procedural law applicable to operation of the section's clients. Practical familiarity with administrative, trial court and appellate court practices and procedures as they pertain to the section's representation of its clients. Ability to prepare and conduct actions and proceedings before courts and administrative bodies; analyze difficult and complex legal problems and apply legal principles and precedents thereto; clearly and logically present statements of fact, law and argument in written and oral form; analyze and draft proposed legislation. Demonstrated leadership ability, supervisory and management skills, ability to interact positively and effectively with client representatives, subordinates and other members of Attorney General's Office at all levels. Knowledge of policies and operating practices of Attorney General's Office and principles of supervision and personnel management are desirable.

**How to Apply:**

An application screening process will be conducted by a departmental evaluation committee which will evaluate all applicants on the basis of the qualifications listed in this announcement. Those individuals considered most qualified may be interviewed. The results of this examination may be used for subsequent vacancies in this class within the next 12 months. All interested applicants must complete a Standard State Application (Form 678) and specify the location for which you are applying. Submit the completed application and resume to the Department of Justice address listed below.

**(Mailing Address)**

Department of Justice  
Testing and Selection Office  
Attn: Cheryl A. Hernandez  
P.O. Box 944255  
Sacramento, CA 94244-2550

**(File in Person)**

Department of Justice  
Testing and Selection Office  
Attn: Cheryl A. Hernandez  
1300 I Street, 7th Floor  
Sacramento, CA 95814

**Questions regarding this examination should be directed to Don Hayashida at (916) 324-5043 (ATSS) 454-5043.**

\*Experience in the "practice of law" or "performing legal duties" or "legal experience" is defined as only that legal experience acquired after admission to The State Bar of California.